

## 20.0 Food Prescription

Once a client has met all criteria for WIC eligibility (income, residency, category, and possessing a nutritional risk factor), a food prescription can be assigned.

The **Food Prescription** screen is used to indicate that the client's certification is complete, assign food packages, customize food packages and perform food package changes. Staff may also view formulary details and use the **Formula Calculator** to assist in calculating correct formula exchange values. Authorized staff members also have the ability to approve or disapprove a food prescription which requires RD approval. Each of these features is described in more detail below.

### To access the Food Prescription screen:

- Click on the **Food Prescription (Rx)** icon in the Tool Bar, or
- Select **Certification > Food Prescription** from the *File Menu Bar*, or
- Select **Guided Script > Food Prescription** from the *Side Menu Panel*.

The screenshot displays the 'Food Prescription (Current)' screen. It features two tabs: 'Current' and 'History'. The 'Current' tab is active, showing a form with the following fields:

- Authorized Person:** NICOLE NESTOROVSKI
- Benefits Start Date:** 6/18/2008
- Pickup Interval:** Three Months
- Client Name:** TREVARROW, OLIVIA
- Expected Infants:** ☐
- ☐ Needs LA RD Approval
- ☐ Needs State RD Approval
- ☒ **Certification Complete\***
- Completed By\*:** Schneider, Richard P (dropdown)
- Pickup Interval:** Three Months (dropdown)

Below the form is a table with the following columns: Description, Effect Date, End Date, Disable, Note, and Created. The table contains one row:

Description	Effect Date	End Date	Disable	Note	Created
UAT C1 MAX	3/16/2009	8/13/2009	<input type="checkbox"/>		

To the right of the table are three buttons: 'Packages' (blue), 'Remove' (red), and 'Customize' (yellow). At the bottom of the screen, there are several buttons and checkboxes: 'Display' (yellow), 'Formulary' (yellow), ☐ Approved, ☐ Not Approved, 'Expiration Date:' (dropdown), 'Formula Calculator' (yellow), 'Void Benefits' (green), 'Save' (blue), 'Cancel' (orange), and 'Next' (green).

Figure 20-1 - Food Prescription (Current)

The **Food Prescription** screen consists of two tabs: the **Current** tab which displays the food prescription that pertains to the active client's current certification period, and the **History** tab which displays a list of all previously assigned food prescriptions.

When first accessed, the **Current** tab is displayed. Several fields pre-fill with default data or data that has already been entered by the user. This includes the following read-only fields: *Authorized Person*, *Pickup Interval*, and *Client Name*. The *Benefits Start Date* field will appear blank until benefits are issued to a member of the active client's family. This date shows the first date benefits were issued for any member of the family and is used by the system to sync issuance of benefits for all family members. An editable *Pickup Interval* field is also filled, allowing the user to change the issuance period for the active client's benefits.

The *Expected Infants* field will pre-fill with the number of expected infants that has been indicated on the **Income Information** screen. If this number is inaccurate, the user can update it here. Expecting more than one infant will modify the food packages available for assignment to the active PG client. This number can only be increased. If the *Expected Infants* value needs to be decreased, the user will need to do so within the **Income Information** screen.

It is important to note that the *Certification Complete* checkbox must be checked before being able to save the **Food Prescription** screen.

## 20.1 Indicating Certification Complete

The *Certification Complete* field on the **Food Prescription** screen must be checked upon the completion of certifying a client and before a food package can be assigned. When checking the *Certification Complete* checkbox, the *Completed By* field will pre-fill with the name of the user who is logged into the system. If another user completed the certification, staff must select the appropriate name from the *Completed By* dropdown list. If a process or screen has not been completed successfully, an informational message will be displayed listing where the missing data resides upon saving the screen.

### **The rules that ensure the certification can be marked as complete include:**

- The client being certified has a CERT or RECERT appointment today.
- The following screens have been successfully updated and saved prior to assigning the food package and appear checked off with the **Guided Script** Side Menu Panel item.
  - Medical
  - Nutrition History
  - Nutrition and Health Summary
  - Nutrition Education

### To indicate that the certification is complete:

1. Access the **Food Prescription** screen with the desired client active.
2. Check the *Certification Complete* checkbox.

The *Completed By* field will default to the user logged into the system.

3. Modify the *Completed By* value, if necessary.
4. Click on the **Save** button.

If a required screen was not successfully completed as part of the certification complete process, an informational pop-up will displayed showing the screens needing attention.

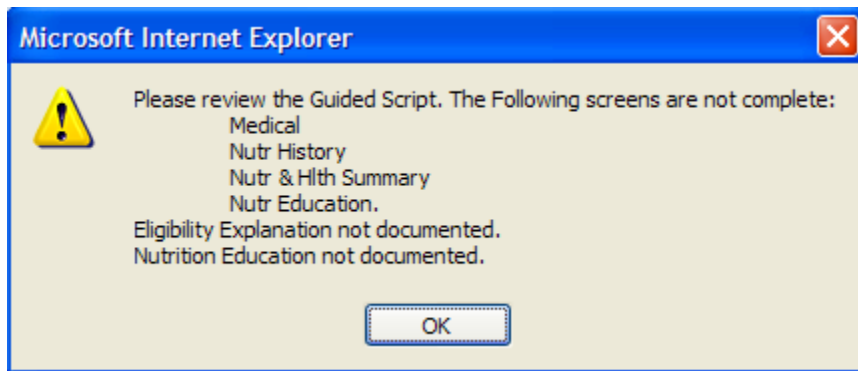


Figure 20-2 - Certification Complete Validation (Missing Required Data)



Ensure all mandatory fields have been filled on the screen(s) listed and that all tabs that make up the listed screen have been updated accordingly.

Review the *Guided Script* listed in the *Side Menu Panel* to identify any screen which may need further attention.

Figure 20-3 - Guided Script Checked Off for Certification Complete

5. Repeat steps 1-4 to save and indicate that the certification is complete.

## 20.2 Assigning a Preconfigured (or Preconfigured-Tailored) Food Package

Food packages available for assignment are dependent on the category of the active client. It is important to note that food packages contain the maximum allowable limit of food items, unless otherwise noted.

### **To assign a food package once the certification has been completed:**

1. Access the **Food Prescription** screen with the desired client active.
2. Ensure the *Certification Complete* checkbox has been checked and saved.

***\*\*NOTE: Indicating that the certification is complete and assigning a food package can be done within the same food package assignment process.***

3. Click on the **Packages** button.

The **Standard Food Package Selection** pop-up will be displayed showing the suggested packages based on the category of the active client. Staff has the option to search for specific packages by *Formula Name*, to *Show all eligible food packages* for the category of the client, or when subsequent packages may be returned, to indicate to the system to assign the *Selected food package only*.

**Standard Food Package Selection -- Web Page Dialog**

**Formula Name:**

☐ Show all eligible food packages
 ☐ Selected food packages only
 ☐ Show NPP Packages

Description
▶ UAT RQT 1.8 FORMULA ONLY
UAT SPECIAL BREAD FOOD PACKAGE RQT 1.8
UAT NUTRAMIGEN IFF CONC 4 - 5
UAT BOOST KID ESSENTIALS 1.0
MIWIC UAT SPECIAL MILK FOOD PACKAGE
UAT C2/C3/C4 MAX
UAT C2/C3/C4 MAX (NO CHEESE)
UAT C2/C3/C4 MAX (INFANT CEREAL)
UAT C2/C3/C4 MAX (MILK IN QUARTS)
UAT C2/C3/C4 (LACTOSE FREE)
UAT C2/C3/C4 MAX (EVAPORATED MILK)

[https://sso.state.mi.us/dch-miwicuat/miwic/Clinic/Intake/FoodPackage\\_StdDlg](https://sso.state.mi.us/dch-miwicuat/miwic/Clinic/Intake/FoodPackage_StdDlg)
 Internet

**Figure 20-4 - Standard Food Package Assignment Pop-up**

- Select the row of the package to be assigned.
- Click on the **OK** button.

The package selected will be returned to the food prescription grid showing the effective and end dates of the assigned package.

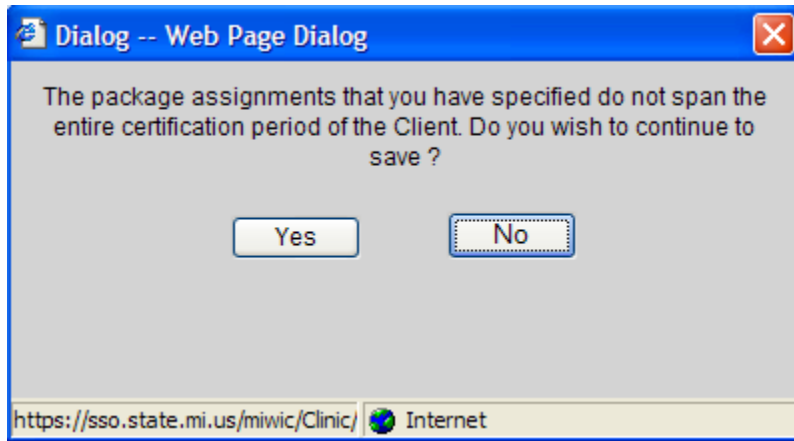
Description	Effect Date	End Date	Disable	Note	Created
UAT C2/C3/C4 MAX	7/14/2009	2/14/2010	<input type="checkbox"/>		

**Figure 20-5 - Food Prescription Grid**

- Repeat steps 1-3 above if necessary to cover the client's entire certification period.

7. Click on the **Save** button.

If the packages selected do not span the client's entire certification period, a reminder pop-up will be displayed informing the user of this issue. The user can click on **Yes** to save the package or **No** to close the pop-up and add subsequent packages as needed.



***\*\*NOTE: It is recommended that food packages assigned cover the entire certification period so there is no lapse in benefits to the client.***

Figure 20-6 - Packages Do Not Span Cert Period Pop-up

### 20.2.1 Viewing Food Package Contents (Display)

The contents of a food package can be viewed by clicking on the **Display** button within the **Food Prescription** screen or the **Standard Food Package Assignment** pop-up. Select the row of the desired food package and click on the **Display** button. A **Food Package Contents** pop-up will be displayed showing all items in the food package.

Quantity	Description
6	\$\$\$ FRESH FRUITS AND VEGETABLES
1	18oz Pnut Btr,lb Dry,15-16oz cn Bean
1	DOZEN EGGS
3.25	GALLON MILK
2	JUICE:64 OZ
2	LB WHOLE GRAIN BREAD OR TORTILLAS
36	OUNCES CEREAL
1	POUND CHEESE (\$8.00 MAX PER LB.)

**Figure 20-7- Food Package Contents Pop-up**

The **Food Package Contents** pop-up displays the name of the *Food Package*, the *Quantity* of each item included in the package and a *Description* of that item. The quantity values can be modified by customizing the package as described below.

### 20.2.2 *Displaying the Powder Formula Distribution*

When assigning powder formula to infants, the quantity field will be blank. The formula quantity for each month is based on the formula manufacturer's reconstitution formula. Therefore, when displaying the contents of powder formulas assigned to infants, the quantity value will be blank for powder formulas. However, powder formulas assigned to women and children will have a value in the Quantity field.

When calculating the quantity, the system takes into consideration the food package duration and the infant's age range. The quantity can only be viewed by utilizing the **Distribute** button on the **Food Package Display** window.

**To view the distribution of the formula over the issuance period for the client:**

1. Select the formula package that has been assigned from the **Food Prescription** screen.
2. Click on the **Display** button.
3. Click on the row of the powder formula within the display grid.
4. Click on the **Distribute** button.

Food Item Distribution -- Web Page Dialog

Food Item: Smart Baby Powder Formula

Month	Quantity
-------	----------

Cancel

https://sso.state.mi.us/dch-miwicuat/miwic/Clinic/Intake, Internet

**Figure 20-8 - Food Item Distribution Pop-up**

The quantity to be issued per month will be displayed within the Food Item Distribution pop-up screen.

### *20.3 Customizing a Food Package*

If the food package desired is not available, or a minor adjustment needs to be made to better meet the nutritional needs of the client, customization can be performed.

#### **To customize a food package:**

1. Access the **Food Prescription** screen with the desired client active.



2. Ensure the *Certification Complete* checkbox has been checked and saved.
3. Click on the **Packages** button.
4. Select a food package to assign.
5. Click on the **OK** button.

The food package appears in the food prescription grid with the *Effect Date* and *End Date* pre-filled.

6. Select the food package to be customized from the food prescription grid.
7. Click on the **Customize** button.

**Food Package:** UAT C2/C3/C4 MAX

Quantity	Description
6	\$\$\$ FRESH FRUITS AND VEGETABLES
1	18oz Pnut Btr,lb Dry,15-16oz cn Bean
1	DOZEN EGGS
3.25	GALLON MILK
2	JUICE:64 OZ
2	LB WHOLE GRAIN BREAD OR TORTILLAS
36	OUNCES CEREAL
1	POUND CHEESE (\$8.00 MAX PER LB.)

Formulary Search Remove Calculate Assign Cancel

https://sso.state.mi.us/dch-miwicuat/miwic/Clinic/Intake/FoodPackage\_Ci Internet

Figure 20-9- Food Package Customization Window

8. Modify the *Quantity* value of the food item to the quantity needed by the client, OR, Click on the **Formulary Search** button to search for and assign a formula to be added to the package. See 'to Search the Formulary as part of Customization' below for more details.
9. Click on the **Assign** button.

**\*\*NOTE: For dairy items (Milk and Cheese), clicking on the Calculate button will automatically calculate the adjustment based on federal maximums for those items.**

The customized package will be returned to the food prescription grid showing "Custom - .." in the *Description* of the food package.

	Description	Effect Date	End Date	Disable	Note	Created	
▶	Custom - UAT C2/C3/C4 MAX	7/14/2009	2/14/2010	<input type="checkbox"/>			

Figure 20-10 - Customized Food Package

In the event that a formula needs to be prescribed as part of the customization of the food package, use the *Formulary Search* feature as described below.

### 20.3.1

### 20.3.2 Formulary Search

The **Formulary Search** screen allows staff to search for available formulas based on the formula's category such as Elemental or Lactose Free.

#### To access the Formulary Search screen:

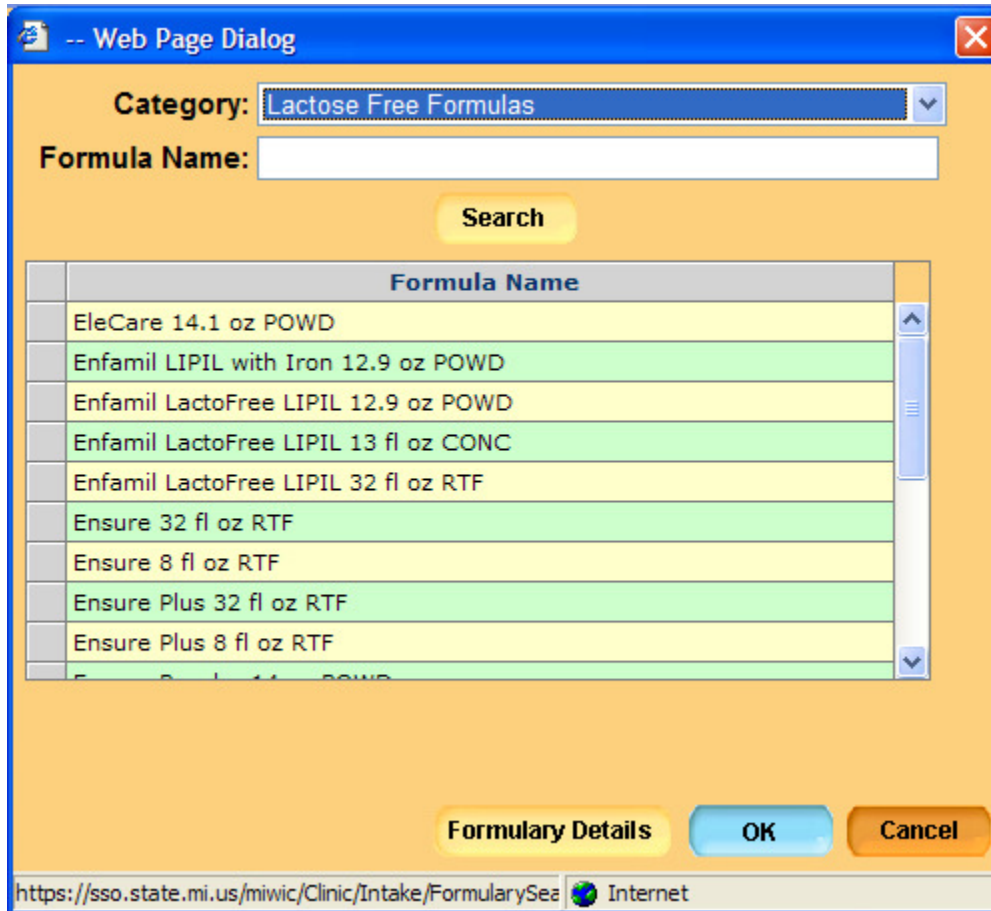
- Select **Help > Formulary Search** from the *File Menu Bar*, or
- From within the **Food Prescription** screen, during customization, click on the **Formulary Search** button.

#### To search the formulary as part of customization:

1. Access the **Food Prescription** screen with the desired client active.
2. Ensure the *Certification Complete* checkbox has been checked and saved.
3. Click on the **Packages** button.
4. Select a food package to assign.
5. Click on the **OK** button.

The food package appears in the food prescription grid with the *Effect Date* and *End Date* pre-filled.

6. Select the food package to be customized from the food prescription grid.
  7. Click on the **Customize** button.
  8. Click on the **Formulary Search** button.
- The **Formulary Search** pop-up will be displayed.



The image shows a web browser window displaying a "Formulary Search" pop-up dialog box. The dialog box has a title bar that says "-- Web Page Dialog". Inside, there is a "Category:" dropdown menu set to "Lactose Free Formulas". Below it is a "Formula Name:" text input field. A yellow "Search" button is positioned below the input field. A table with a single column "Formula Name" lists various formula products. The table rows alternate between yellow and light green backgrounds. At the bottom of the dialog, there are three buttons: "Formulary Details", "OK", and "Cancel". The browser's address bar at the bottom shows the URL "https://sso.state.mi.us/miwic/Clinic/Intake/FormularySea" and an "Internet" icon.

Formula Name
EleCare 14.1 oz POWD
Enfamil LIPIL with Iron 12.9 oz POWD
Enfamil LactoFree LIPIL 12.9 oz POWD
Enfamil LactoFree LIPIL 13 fl oz CONC
Enfamil LactoFree LIPIL 32 fl oz RTF
Ensure 32 fl oz RTF
Ensure 8 fl oz RTF
Ensure Plus 32 fl oz RTF
Ensure Plus 8 fl oz RTF
Ensure Plus 14.1 oz POWD

Figure 20-11 - Formulary Search Pop-up

9. Select the category of formula to search for from the *Category* dropdown list.
10. Enter a *Formula Name* if desired.
11. Click on the **Search** button.
12. Select the desired formula from the results grid.
13. Click on the **OK** button.

The formula will be returned to the customize window.

Food Package Customization -- Web Page Dialog

Food Package: UAT C2/C3/C4 MAX

Quantity	Description
*	Ensure 32 fl oz RTF
6	\$\$\$ FRESH FRUITS AND VEGETABLES
1	18oz Pnut Btr,lb Dry,15-16oz cn Bean
1	DOZEN EGGS
3.25	GALLON MILK
2	JUICE:64 OZ
2	LB WHOLE GRAIN BREAD OR TORTILLAS
36	OUNCES CEREAL
1	POUND CHEESE (\$8.00 MAX PER LB.)

Formulary Search Remove Calculate Assign Cancel

https://sso.state.mi.us/dch-miwicuat/miwic/Clinic/Intake/FoodPackage\_Ci Internet

Figure 20-12 - Food Package Customization - Formula Returned

14. Enter the *Quantity* to be assigned for the formula returned.
15. Click on the **Assign** button.

### 20.3.3 Formulary Details

The **Formulary Details** window displays detailed information regarding the selected formula. *Formula Category*, *Nutrition Values*, *Formula Description*, and *Indications* for use are listed on this window. The *Nutrition Values* can be viewed by clicking the plus signs in the grid area. The window can be accessed via the **Food Prescription** screen (click the **Formulary** button) or the **Formulary Search** window (click the **Formulary Details** button).

Formulary Data Page -- Web Page Dialog

**Formulary Data**

Formula:

**Federal maximum amount of formula:**

**WIC Class:**

**Formula Category:**

Kosher Formulas  
 Lactose Free Formulas  
 Low Residue Formulas  
 Milk-Based Formulas

**Powder Cups/Unit:**

**Powder Tbs/Unit:**

**Mftr Std Reconstituted Vol/Unit FI Oz:**

**USDA Std Reconstituted Vol/Unit FI Oz:**

**Flavors:**

**Formula Description:**

Provides complete, balanced nutrition for supplemental use between or with meals. For oral or tube feeding. Excellent source of 24 essential vitamins and

**Indications (Suggested Medical Conditions):**

Texture modified diets, at nutrition risk, experiencing involuntary weight loss, recovering from illness or surgery, or on low-residue diet.

Formulary Nutrition Category	
Nutritional Components for 237 ml	
Nutrition Name	Nutrition Value
% Carbohydrate of Cal...	64
% Fat of Calories	22
% Protein of Calories	14
Calories	250
Carbohydrate, Source	Sucrose, corn syrup, malt...
Carbohydrate, g	40
Dietary Fiber, g	NA
Fat, Source	High oleic safflower oil, ca...
Fat, g	6
Osmolality	590
Osmolarity	326
Potential Renal Solute ...	326
Protein, Source	Calcium caseinate, soy pr...
Protein, g	9
Water, % Volume	NA
Water, ml/cc/g	200
+ Vitamins for 237 ml	
+ Minerals for 237 ml	

https://sso.state.mi.us/miwic/Clinic/Intake/Formulary.aspx?FoodID=2476&Description=Ensure 32 fl oz RTF&clientId=30c Internet

Figure 20-13- Formulary Details Window

## 20.4 RD Approval

RD Approval is required for Class III formulas, while an Expiration Date is required for Class II formulas. Further, when assigned to a child category client, the system required an Expiration Date.

### 20.4.1 Assigning Class I Formula Packages to a Child

When assigning a Class I formula to a child category client (C1, C2, C3 and C4), the system will require an expiration date. The system will prompt the user to enter the expiration date prior to saving the food package. Benefits can only be issued up until the food package's expiration date. If the expiration date has lapsed prior to the food package end date, the user will be unable to issue benefits against the food package until the expiration date is updated.

### 20.4.2 Assigning Class II Formula Packages

All Class II Formulas require a medical justification expiration date prior to the food package being saved on the **Food Prescription** screen. All client categories are affected by this. If the expiration date has lapsed prior to the food package end date, the user will be unable to issue benefits against the food package until the expiration date is updated.

### 20.4.3 Assigning Class III Formula Packages

If a Class III formula package has been assigned, additional steps must be taken by staff to ensure proper assignment and approval has been provided by an authorized RD. When a Class III formula is saved without approval or indication for request of approval, an informational pop-up reminding the user to seek approval is displayed.

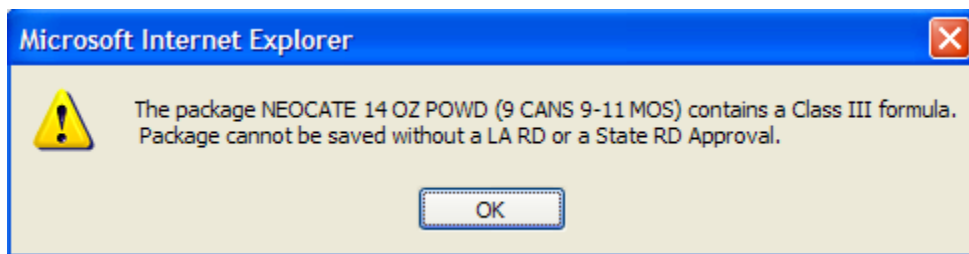


Figure 20-14 - Needs RD Approval Reminder Pop-up

#### **To assign a Class III formula package:**

1. Access the **Food Prescription** screen with the desired client active.
2. Ensure all requirements have been met indicating that the certification is complete.
3. Click on the **Packages** button.

It may be necessary to search for the specific special formula within the **Standard Food Package Selection** pop-up. Select the name of the formula to search for from the *Formula Name* dropdown list, check *Show all eligible food packages* and click on the Search button to search for the desired formula package.

**Formula Name:**

☒ Show all eligible food packages ☐ Selected food packages only

Description
▶ NEOCATE 14 OZ POWD (9 CANS 0-5 MOS)

https://sso.state.mi.us/miwic/Clinic/Intake/FoodPackage\_StdDlg.aspx?StartID Internet

**Figure 20-15 - Searching for a Class III Formula**

4. Locate the Class III formula to be assigned.
5. Click on the **OK** button.  
The Class III formula package will be returned to the food prescription grid showing the Effect Date and End Date fields automatically filled based on today's date and the age of the client.
6. Adjust the *End Date* of the assigned Class III formula package, if needed based on the prescription provided by the client.
7. Select the row of the Class III formula package.
  - a. **If the user is an RD:**
    - i. Check the *Approved* checkbox to approve the assignment of the Class III formula package.  
The *Needs LA RD Approval* checkbox will automatically check.
    - ii. Enter the date the package is to expire in the *Expiration Date* field, selecting the date from the calendar pop-up if desired.

- iii. Click on the **Packages** button to assign subsequent packages as needed to span the client's entire certification period. Repeat steps 4-7 if required.
  - iv. Click on the **Save** button.
- b. If the user is not an RD:**
- i. Check either the *Needs LA RD Approval* or *Needs State RD Approval* as appropriate.
  - ii. Enter the date the package is to expire in the *Expiration Date* field, selecting the date from the calendar pop-up if desired.
  - iii. Click on the **Packages** button to assign subsequent packages as needed to span the client's entire certification period. Repeat steps 4-7 if required.
  - iv. Click on the **Save** button.

## *20.5 Approving Class III Formula Packages*

If a Class III formula needs to be assigned, but the user assigning the package is not an RD, the user must check either the *Needs LA RD Approval* or the *Needs State RD Approval* checkbox. Checking either of these checkboxes adds the client's information to the **RD Approval Queue** screen. If accessing the **RD Approval** screen as the State RD, the *Clinic* dropdown will only contain a list of clinics for which Class III formulas need approval. If accessing the **RD Approval** screen as the LA RD, the *Clinic* dropdown will be limited to the clinics within the Local Agency the user has logged into.

***\*\*NOTE: Benefits cannot be issued to the client until the Class III formula has been approved.***

### **To access the RD Approval Queue screen:**

- Select **Miscellaneous > RD Approval Queue** from the *File Menu Bar*.



Clinic: 010101 Alcona County Go

	Date Added	Client ID	Name	Food Prescription	Effective Date	End Date
	05/19/2008	300132938	uatTaylor, Tammy	PG/BP/C3/C4 EVAP (19 CANS MILK /...	05/13/2008	01/18/2009
	05/21/2008	300140865	uatFormulary, BP	BP STANDARD	05/20/2008	03/11/2009
▶	07/03/2008	300142802	DOE, JULIE	NEOCATE 14 OZ POWD (9 CANS 0-5 ...	07/03/2008	01/09/2009

Make Active Cancel

Figure 20-16 - RD Approval Queue

**To approve a Class III food package:**

1. Access the **RD Approval Queue** screen.
2. Select the Clinic from the dropdown list and click on **Go** if appropriate.
3. Select the row of the client whose package is to be approved.
4. Click on the **Make Active** button.

The **Food Prescription** screen will be displayed.

**Current** **History**

**Authorized Person** NICOLE ROBINSON **Benefits Start Date** 9/5/2008 **Pickup Interval** Three Months

**Client Name:** ROBINSON, CHANCE **Expected Infants:** ☐ ☒ Needs LA RD Approval  
☐ Needs State RD Approval

☒ **Certification Complete\*** **Completed By\*:**  **Pickup Interval:** Three Months

Description	Effect Date	End Date	Disable	Note	Created
SMART BABY CONCENTRATE CLASS 3 ...	11/7/2008	2/10/2009	<input type="checkbox"/>		NAVEK0622
SMART BABY CONCENTRATE CLASS 3 ...	2/11/2009	4/10/2009	<input type="checkbox"/>		NAVEK0622
SMART BABY RTF CLASS 3 FORMULA I...	4/11/2009	10/10/2009	<input type="checkbox"/>		NAVEK0622

**Packages** **Remove** **Customize**

**Display** **Formulary** ☒ Approved ☐ Not Approved **Expiration Date:** 10/10/2009

**Formula Calculator** **Void Benefits** **Save** **Cancel** **Next**

Figure 20-17 - Food Prescription Screen - Class III Approval

5. Select the food package to be approved.  
The associated *Needs RD Approval* checkbox will appear checked.
6. Check the *Approved* checkbox at the bottom of the screen.
7. Repeat steps 4-5 for each package to be approved for this client.
8. Click on the **Save** button.

**To disapprove a Class III food package:**

1. Access the **RD Approval Queue** screen.
2. Select the row of the client whose package is to be approved.
3. Click on the **Make Active** button.  
The **Food Prescription** screen will be displayed.
4. Select the food package to be disapproved.  
The associated *Needs RD Approval* checkbox will appear checked.

5. Check the *Not Approved* checkbox at the bottom of the screen.
6. Repeat steps 4-5 for each package to be disapproved for this client.
7. Click on the **Save** button.

## 20.6 Performing Food Package Changes

Often clients find that the food package they've been assigned may not meet their dietary needs. This is most notable for infants who have difficulty digesting certain formulas. A food package change must be performed to assign the correct package to the client.

### **To perform a food package change:**

1. Access the **Food Prescription** screen with the desired client active.

***\*\*NOTE: It is important to maintain an accurate history of all food packages assigned. Therefore, the following must be performed in the order presented:***

**Step 1:** This step can only be performed if the package assigned has not had benefits issued against it.

1. Highlight the row of the food package to be changed.
2. Click on the **Remove** button.
3. Click on the **Save** button.
4. Follow the steps to assign the correct package.

If benefits have been issued against the package being removed, an informational pop-up will be displayed stating so.

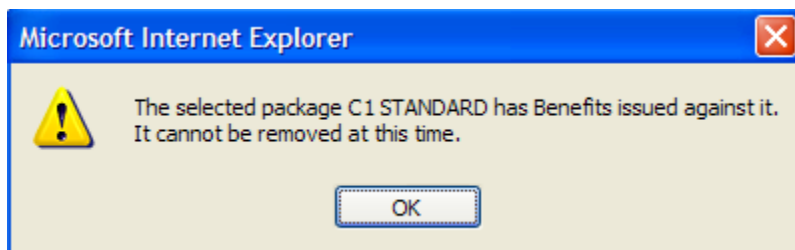


Figure 20-18 - Package Has Benefits Issued Against It

***If Step 1 cannot be performed successfully:***

**Step 2:** This step can be performed for any package that was not issued today and that did not have benefits also issued today.

1. Change the *End Date* of the current package to yesterday.
2. Click on the **Save** button.
3. Follow the steps to assign the correct package.

***If Step 2 cannot be performed successfully:***

**Step 3:** This step should be selected as a last resort – when steps 1 and 2 fail.

1. Check the *Disable* checkbox of the package to be changed.  
An informational pop-up will be displayed indicating that this step is performed only as a last resort.

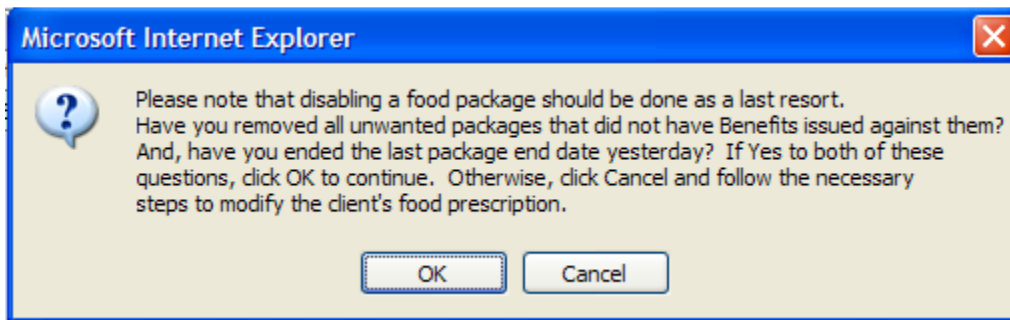


Figure 20-19 - Disabling Food Package Reminder

4. Click on the **Save** button.
5. Follow the steps to assign the correct package.

***\*\*NOTE: Remember to void future benefits as necessary.***

## 20.7 Using the Formula Calculator

The **Formula Calculator** screen is used to calculate the replacement quantity of formula when a client returns formula and requests another brand or type. (i.e., Enfamil powder to Prosobee concentrate). This screen is for use as a calculator only and does not automatically insert the suggested package into the client's Food Prescription screen. Staff will need to make a note of the exchange suggestion and perform a food package change to assign the desired package.

### **To access the Formula Calculator screen:**

- Click on the **Formula Calculator** button within the **Food Prescription** screen, or

- Select **Miscellaneous > Formula Calculator** from the *File Menu Bar*.

**Formula Returned\*:** Enfamil LIPIL with Iron 12.9 oz POWD

**Quantity Returned\*:** 6

**New Formula\*:** ProSobee LIPIL with Iron 13 fl oz CONC

**Suggested Quantity:** 18 **Calculate**

Description	Quantity
1ST PRORATE	16
1ST PRORATE	18
2ND PRORATE	5
2ND PRORATE	8
2ND PRORATE	9
2ND PRORATE	11
2ND PRORATE	12
IBP/IFF PROSOBEE LIPIL CONC (16 CANS 0-5 MOS)	16
IBP/IFF PROSOBEE LIPIL CONC (16 CANS 6-8 MOS)	16
IBP/IFF PROSOBEE LIPIL CONC (16 CANS 9-11 MOS)	16
IFF PROSOBBE LIPIL CONC/POWD (15/5 CANS 6-8 MOS)	15
IFF PROSOBEE LIPIL CONC/POWD (15/5 CANS 0-5 MOS)	15
IFF PROSOBEE LIPIL CONC/POWD (15/5 CANS 9-11 MOS)	15
TAILORED PACKAGE	15
TAILORED PACKAGE	16

**Cancel**

https://sso.state.mi.us/miwic/Clinic/Intake/FormulaCalc.aspx Internet

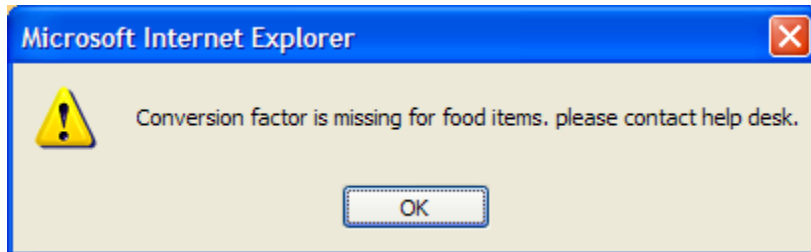
**Figure 20-20- Formula Calculator**

**To calculate formula exchanges:**

1. Access the **Formula Calculator** screen.
2. Select the name of the formula returned from the *Formula Name* dropdown list.
3. Enter the *Quantity Returned*.
4. Select the *New Formula* desired.
5. Click on the **Calculate** button.

The *Suggested Quantity* for the *New Formula* will automatically fill. Possible exchange suggestions will appear in the grid.

***\*\*NOTE: If no conversion values have been identified for the old and new formula, a pop-up will be displayed stating so. Contact the help desk for further guidance.***



**Figure 20-21 - Formula Calculator - No Conversion Factors**

## *20.8 Food Prescription History*

The **Food Prescription History** screen displays a recertified client's previously assigned food packages. The food package *Description* and *End Date* are found on this screen.

The user can also view the contents of the historical package by selecting it and then clicking on the **Display** button.

Current

History

	Description	Effect Date	End Date	Disable	Note	Assigned By
▶	IBP 1/4 STANDARD (9-11 MOS)	05/15/2008	05/18/2008	<input checked="" type="checkbox"/>		

Food Package Contents -- Web Page Dialog

Food Package: IBP 1/4 STANDARD (9-11 MOS)

Quantity	Description
15	BOTTLE INFANT JUICE (3.8 - 4 OZ)
7	Enfamil LIPIL with Iron 12.9 oz POWD
24	OZ INFANT CEREAL.

Cancel

Display

[https://sso.state.mi.us/dch-miwictraining/miwic/Clinic/Intake/FoodPackage\\_Di](https://sso.state.mi.us/dch-miwictraining/miwic/Clinic/Intake/FoodPackage_Di) Internet

Figure 20-22- Food Package History Screen with Contents Displayed

## 21.0 New Food Prescription Screen Rules

With the new rules and regulations provided by the USDA, several MI-WIC clinic rules have been changed. This section will introduce the new system functionality.

### 21.1 *New Infant Category Age Ranges*

Infant age ranges have been changed for all infant categories. The infant age ranges are taken into consideration when assigning food packages. For example, an IBP client less than one month of age can only receive one can of formula, while an IBP client greater than one month can receive more than one can of infant formula. Therefore, when assigning a formula to an IBP infant that is less than one month, the user will assign four food packages in order to cover the entire certification period. The new infant age ranges by category are as follows:

IBE	IBP	IFF
0-3 months	0-0 months	0-3 months
4-5 months	1-3 months	4-5 months
6-11 months	4-5 months	6-11 months
	6-11 months	

### 21.2 *General Food Package Changes*

With the new rules and regulations, all clients are eligible to receive a maximum food package. The food packages that display on the *Standard Food Package* window, via the **Packages** button, will contain the maximum allowed limit for food items, unless otherwise noted. If a client does not wish to receive the maximum quantities, the user can customize the individual food items to decrease the quantities.

Other changes include the maximum allowed limit for cheese, whole milk assignment for certain client categories, and the new Odd/Even Issuance rule.

#### 21.2.1 *Cheese Substitution*

The maximum amount of cheese available to a client has changed. If a client does not have a qualifying condition, the client can only receive the amount of cheese provided in the maximum food package for the client category.



One (1) Pound of Cheese	Three (3) Pounds of Cheese
C1, C2, C3, C4, PG, BP, NPP	BE

If the user assigns a quantity greater than the set maximum for the client's category, they will be prompted to scan medical justification for the client. Further, the user will be required to enter an Expiration Date for the food package.



### 21.2.2 Whole Milk Assignment

Whole milk can only be assigned to children 2 years of age and older, and women if the client is also receiving a Class II or III formula. The system will not allow a user to assign whole milk if the food package does not contain a Class II or III formula. Therefore, upon assigning whole milk, the user must customize the food package to contain the required formula.

Since the food package contains a Class II or III formula, the food package will be required to have either or both RD Approval and an Expiration Date.

**\*\*NOTE: Remember to select each food package and check the 'Needs LA RD Approval' or 'Needs State RD Approval' checkbox prior to saving the food package(s).**

### 21.2.3 Odd/Even Issuance Rule

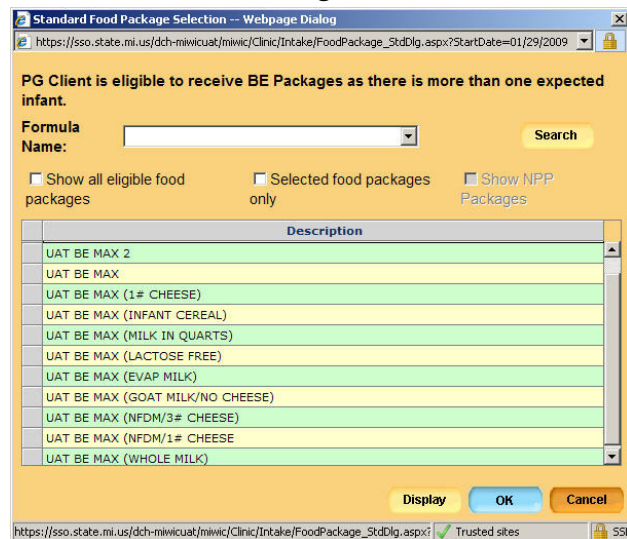
The Odd/Even rule was introduced to prevent odd quantities of bread, 46 ounce juice, and milk from being issued. These food items can only be purchased in whole quantities. To ensure clients are receiving the maximum allowable benefits, the Odd/Even Rule issues a certain quantity one month and another the following month. For example, a client has been issued 3 months of benefits containing a quantity of 1.5 loaves of bread. Since the user cannot purchase 1.5 loaves of bread, the system will issue the following: 1 loaf of bread for the first month, and 2 loaves of bread for the second month, and 1 loaf of bread for the third month.

## 21.3 Woman Food Packages Changes

The new food package changes have introduced three new rules for women clients. These rules consist of allowing woman categories in specific situations to receive more benefits than previously allowed.

### 21.3.1 A Pregnant Client Eligible for a BE Food Package

A pregnant client who is expecting more than one infant is eligible to receive a BE food package. The number of expected infants can be established on either the **Income Information** screen or the **Food Prescription** screen. If the value is greater than one (1), the system will display only BE Food Packages on the **Standard Food Package Selection** pop-up window.



Standard Food Package Selection -- Webpage Dialog

PG Client is eligible to receive BE Packages as there is more than one expected infant.

Formula Name:  Search

☐ Show all eligible food packages ☐ Selected food packages only ☐ Show NPP Packages

Description
UAT BE MAX 2
UAT BE MAX
UAT BE MAX (1# CHEESE)
UAT BE MAX (INFANT CEREAL)
UAT BE MAX (MILK IN QUARTS)
UAT BE MAX (LACTOSE FREE)
UAT BE MAX (EVAP MILK)
UAT BE MAX (GOAT MILK/NO CHEESE)
UAT BE MAX (NFD/3# CHEESE)
UAT BE MAX (NFD/1# CHEESE)
UAT BE MAX (WHOLE MILK)

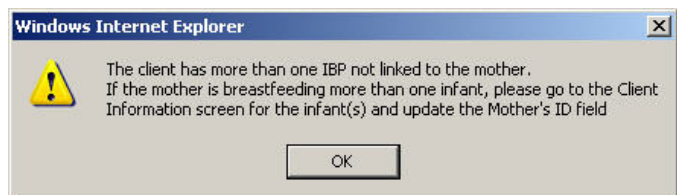
Display OK Cancel

https://sso.state.mi.us/dch-miwicuat/miwic/Clinic/Intake/FoodPackage\_StdDlg.aspx?StartDate=01/29/2009 Trusted sites SSL

### 21.3.2 A BP Client Eligible for a BE Food Package

A BP client who is partially breastfeeding more than one infant can receive a BE food package. In other words, a BP client who has at least two IBP clients can receive a breastfeeding exclusive food package. If the mother is exclusively breastfeeding at least one baby, the BP client is not eligible for a BE food package.

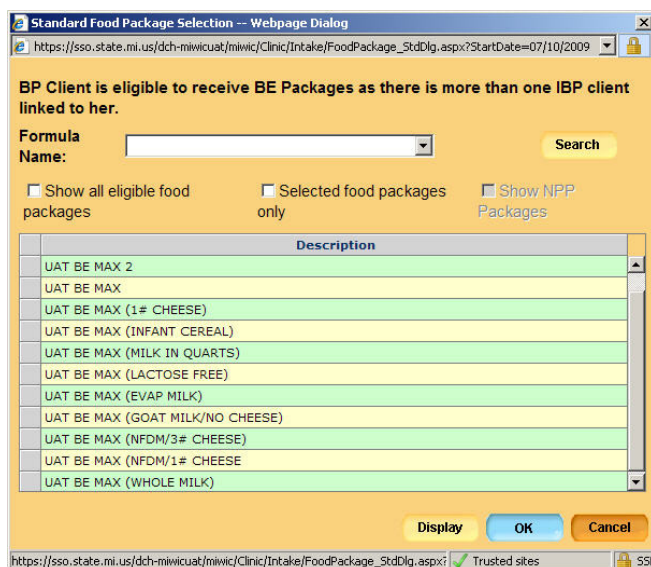
It is important to note that each IBP client must be linked to the mother via the 'Mother's ID' field on the **Client Information** screen. If the infants are not linked to the mother, the user will receive a prompt, upon accessing the **Food Prescription** screen, reminding the user to enter the mother's ID.



Windows Internet Explorer

The client has more than one IBP not linked to the mother. If the mother is breastfeeding more than one infant, please go to the Client Information screen for the infant(s) and update the Mother's ID field

OK



Standard Food Package Selection -- Webpage Dialog

BP Client is eligible to receive BE Packages as there is more than one IBP client linked to her.

Formula Name:  Search

☐ Show all eligible food packages ☐ Selected food packages only ☐ Show NPP Packages

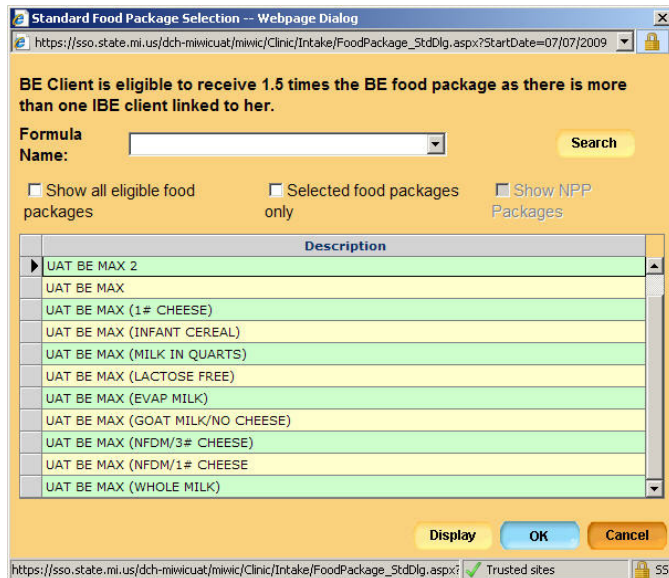
Description
UAT BE MAX 2
UAT BE MAX
UAT BE MAX (1# CHEESE)
UAT BE MAX (INFANT CEREAL)
UAT BE MAX (MILK IN QUARTS)
UAT BE MAX (LACTOSE FREE)
UAT BE MAX (EVAP MILK)
UAT BE MAX (GOAT MILK/NO CHEESE)
UAT BE MAX (NFD/3# CHEESE)
UAT BE MAX (NFD/1# CHEESE)
UAT BE MAX (WHOLE MILK)

Display OK Cancel

https://sso.state.mi.us/dch-miwicuat/miwic/Clinic/Intake/FoodPackage\_StdDlg.aspx?StartDate=07/10/2009 Trusted sites SSL

### 21.3.3 A BE Client Eligible for a 1.5x Food Package

If a breastfeeding exclusive client is exclusively breastfeeding more than one infant, the client is eligible to receive 1.5 times more food than the original quantities in the selected food package. The infants must be tied to the mother via the 'Mother's ID' field on the **Client Information** screen in order for the BE client to receive the extra food items.



Standard Food Package Selection -- Webpage Dialog

https://sso.state.mi.us/dch-miwiicut/miwiic/Clinic/Intake/FoodPackage\_StdDlg.aspx?StartDate=07/07/2009

BE Client is eligible to receive 1.5 times the BE food package as there is more than one IBE client linked to her.

Formula Name:  Search

☐ Show all eligible food packages ☐ Selected food packages only ☐ Show NPP Packages

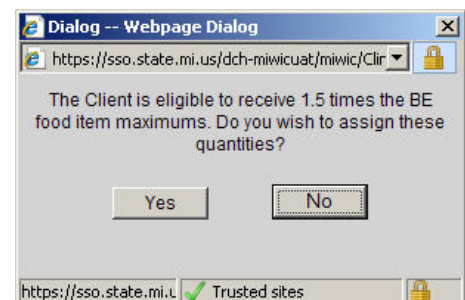
Description
UAT BE MAX 2
UAT BE MAX
UAT BE MAX (1# CHEESE)
UAT BE MAX (INFANT CEREAL)
UAT BE MAX (MILK IN QUARTS)
UAT BE MAX (LACTOSE FREE)
UAT BE MAX (EVAP MILK)
UAT BE MAX (GOAT MILK/NO CHEESE)
UAT BE MAX (NFD/3# CHEESE)
UAT BE MAX (NFD/1# CHEESE)
UAT BE MAX (WHOLE MILK)

Display OK Cancel

https://sso.state.mi.us/dch-miwiicut/miwiic/Clinic/Intake/FoodPackage\_StdDlg.aspx? Trusted sites SSL

#### Assigning a BE Client the 1.5x Food Package:

1. With the BE Client active, click the **Packages** button.
2. On the **Standard Food Package Selection** pop-up window, select the appropriate food package.
3. Click the **OK** button. [A validation message displays inquiring about the 1.5x food package assignment.]
4. Click **Yes** to the validation message inquiring about the 1.5x food package assignment. [The **Food Package Customization** window displays.]
5. The food item quantities have been increased by a factor of 1.5.
6. Click the **Assign** button. [The **Food Prescription** screen displays with 'Custom-' before the food package name.]
7. Click the **Save** button.



Dialog -- Webpage Dialog

https://sso.state.mi.us/dch-miwiicut/miwiic/Clinic/Intake/FoodPackage\_StdDlg.aspx?StartDate=07/07/2009

The Client is eligible to receive 1.5 times the BE food item maximums. Do you wish to assign these quantities?

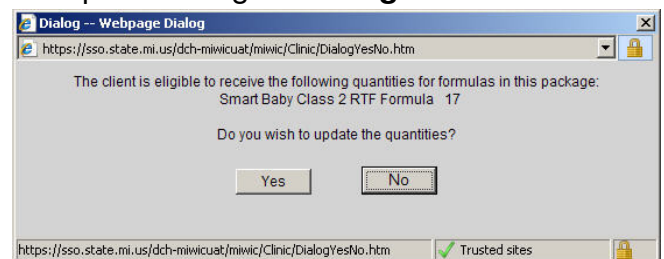
Yes No

https://sso.state.mi.us/dch-miwiicut/miwiic/Clinic/Intake/FoodPackage\_StdDlg.aspx? Trusted sites SSL

## 21.4 Infant Food Package Changes

### 21.4.1 Formula Assignment for 6-11 Month Infant

For infants between the ages of 6-11 months, the 4-5 month formula maximum can be assigned provided the infant is not receiving any other food item. Prior to assigning the increased formula quantity, the user must customize the food package to zero out all other food items. Once this is performed, the user can enter a value up to the 4-5 month maximum allowable limit. If the maximum allowable limit is not assigned, the user will receive a validation message informing them of this upon clicking the **Assign** button. The validation message will include the maximum allowable limit for the assigned formula.



#### **Assigning a 4-5 month Formula Max:**

1. With the 6-11 month IBP or IFF infant active, click the **Packages** button on the **Food Prescription** screen.
2. On the **Standard Food Package Selection** window, select the appropriate food package and click the **OK** button.
3. Select the food package on the **Food Prescription** screen, and click the **Customize** button.
4. Enter a value of '0' for all non formula food items.
5. For the formula, enter the 4-5 month age maximum.
6. Click the **Assign** button.
7. Click the **Save** button on the **Food Prescription** screen.

### 21.4.2 Assigning an IFF Food Package to an IBP

An IBP client between the ages of 1 and 11 months is eligible to receive an IFF food package. For an IBP client between the ages of 1-5 months, the mother must be assigned an NPP food package in order for the client to receive the IFF food package. If the IBP infant is between 6-11 months, the mother must receive the food package entitled, IBE/IBP/NPP (NO FOOD BENEFITS). It is important to note that the BP client must have her food package assigned prior to assigning the IBP client an IFF food package. Further, the infant must be linked to his or her mother via the 'Mother's ID' field on the infant's **Client Information** screen.

When the BP client, linked to an IBP client, is active,

**\*\*NOTE: The BP client's 'IBE/IBP/NPP (NO FOOD BENEFITS)' food package must be issued in order for her to be counted in Participation.**

the 'Show NPP Packages' is enabled on the **Standard Food Package Selection** window. This checkbox must be checked, and the **Search** button clicked, in order to display the NPP food packages.

### **Assigning an IFF Food Package to a 1-5 month IBP:**

1. With the BP client active, click the **Packages** button on the **Food Prescription** screen.
2. On the **Standard Food Package Selection** window, check the 'Show NPP Packages' checkbox and click the **Search** button.
3. Select an NPP food package and click the **OK** button.
4. Click the **Save** button on the **Food Prescription** screen.
5. Toggle to the IBP client record via the *Active Dropdown Box*.
6. With the IBP client active, click the **Packages** button on the **Food Prescription** screen.
7. Select an IFF food package and click the **OK** button.
8. Click the **Save** button on the **Food Prescription** screen.

Standard Food Package Selection -- Webpage Dialog

https://sso.state.mi.us/dch-miwicuat/miwic/Clinic/Intake/FoodPackage\_StdDlg.aspx?StartDate=07/14/2009

IBP client is eligible to receive an IFF food package since the BP client (mom) is receiving an NPP food package.

Formula Name:  Search

☐ Show all eligible food packages ☐ Selected food packages only ☒ Show NPP Packages

Description
SMART BABY RTF CLASS 2 FORMULA IFF MAX (0-3)
SMART BABY RTF FORMULA IFF MAX (0-3)
UAT RQT 1.8 FORMULA ONLY
SMART BABY RTF CLASS 3 FORMULA IFF MAX (0-3)
SMART BABY CONCENTRATE CLASS 3 FORMULA IFF MAX (0-3)
SMART BABY CONCENTRATE CLASS 2 FORMULA IFF MAX (0-3)
SMART BABY CONCENTRATE FORMULA IFF MAX (0-3)
IFF ENFAMIL RTF (0 - 3 MOS)
SMART BABY POWDER FORMULA IFF/IBP (0-5)
SMART BABY POWDER CLASS 2 FORMULA IBP/IFF (0-5)
SMART BABY POWDER CLASS 3 FORMULA IBP/IFF (0-5)

Display OK Cancel

https://sso.state.mi.us/dch-miwicuat/miwic/Clinic/Intake/FoodPackage\_StdDlg.aspx? Trusted sites SSL

### **Assigning an IFF Food Package to a 6-11 month IBP:**

1. With the BP client active, click the **Packages** button on the **Food Prescription** screen.
2. On the **Standard Food Package Selection** window, select the NPP Ghost Package and click the **OK** button.
3. Click the **Save** button on the **Food Prescription** screen.

4. Toggle to the IBP client record via the *Active Dropdown Box*.
5. With the IBP client active, click the **Packages** button on the **Food Prescription** screen.
6. Select an IFF food package and click the **OK** button.
7. Click the **Save** button on the **Food Prescription** screen.

Standard Food Package Selection -- Webpage Dialog

https://sso.state.mi.us/dch-miwiicut/miwiic/Clinic/Intake/FoodPackage\_StdDlg.aspx?StartDate=12/01/2009

Formula Name:  Search

☐ Show all eligible food packages ☐ Selected food packages only ☐ Show NPP Packages

Description
UAT2 PG/BP MAX (WHOLE MILK)
UAT PG/BP MAX
► IBE/IBP/NPP (NO FOOD BENEFITS) ←

Display OK Cancel

https://sso.state.mi.us/dch-miwiicut/miwiic/Clinic/Intake/FoodPackage\_StdDlg.aspx? Trusted sites SSL

Food Package Contents -- Webpage Dialog

https://sso.state.mi.us/dch-miwiicut/miwiic/Clinic/Intake/FoodPackage\_DisplayDlg.aspx?id=55003942&Descri

Food Package: NPP Ghost Package

Quantity	Description
1	Breastfed Babies Are Healthier Babies

Cancel

https://sso.state.mi.us/dch-miwiicut/miwiic/Clinic/Intake/FoodPackage\_DisplayDlg.aspx? Trusted sites SSL